A Summary of the Determined Starting School/Transfer Process for Schools in West Sussex for 2014/2015

1. On the website, the Pupil Admissions Team provides parents with information on West Sussex schools and how to apply, online or on paper.

2. Parents may obtain supplementary information forms directly from own admission authority schools, where necessary, or from the LA.

3. The Pupil Admissions Team receives all applications. Application forms sent directly to schools are passed to the Pupil Admissions Team. All applications received by schools should be date stamped. Those received after the closing date should be date stamped and marked late.

4. Parents may return the supplementary information form directly to the school concerned or to the LA. The school is required to inform the Pupil Admissions Team of any forms it receives to check there has been a valid application made.

5. The Pupil Admissions Team passes a list of the applications for voluntary aided, foundation and out of county schools and Academies to the relevant admission authority.

6. All admission authorities order all applications against their oversubscription criteria.

7. Ordered lists of applications are returned to the Pupil Admissions Team as specified on the agreed timelines.

8. Late applications for community and voluntary controlled schools are processed after those received by the official closing date, unless it has been agreed to treat them as on-time. Late applications to voluntary aided or foundation schools or Academies will be passed to the relevant school(s) for late consideration and returned for an offer to be made by the LA.

9. The Pupil Admissions Team reconciles all lists and determines the final offer. If a child can be offered a place at more than one school, he/she will be offered a place at the school ranked higher in the preferences. If none of the preferences can be met, a place will be offered at the catchment school, where possible, or the nearest school to the child's home with places available, if the catchment school is full. If the nearest school with a place available is a voluntary aided or foundation school or Academy, the Pupil Admissions Team will agree with the governing body of the school to offer places to those whose preferences could not be met.

10. For intermediate/secondary and junior/middle transfers, if an application has not been received a place will be offered at the catchment school, where possible, or the nearest school to the child's home with places available, if the catchment school is full (as in paragraph 9).

11. The Pupil Admissions Team notifies other admission authorities of offers to be made. This information must remain confidential until after the Pupil Admissions Team has written to parents on offer day.

12. The Pupil Admissions Team writes to parents with details of the final allocation, on email where possible and by letter if they are not offered their preferred school. Where the place offered is at a voluntary aided or foundation school or an Academy, this is done on behalf of the governing body.

13. Together with the allocation notification, the Pupil Admissions Team explains the right of appeal to any parent who is not offered their preferred school and how parents can obtain appeal papers. Own admission authorities are responsible for organising their own appeals, unless they have an agreement with WSCC Legal Services.

14. A waiting list will be set up for all schools and maintained by the Pupil Admissions Team until September of the year of entry, when it will then be passed to schools that are their own admission authority to hold, for at least one term as required by the School Admissions Code or longer, as specified in their admission arrangements. Parents can ask to have their child's name added to the waiting list for any school.

15. Schools must advise the Pupil Admissions Team of all leavers from all year groups immediately, so that places can be offered from waiting lists after allocation until 1 September, when in-year admission processes apply.

A Summary of the Timetables for the Admission Process

The dates for the school admission process for entry in September 2014 are:

Starting School Timelines	**Key Date for Action**
Schools to have their prospectus published and available to parents	7th October 2013
Provide information for parents on West Sussex schools and how to apply	Week beginning 7th October 2013
National Closing date for all applications	15th January 2014
Send list of all applications naming an out-of-county school to the relevant Local Authority	Week beginning 10th February 2014
Send list of all applications naming own admission authority (OAA) schools to the relevant schools	By 24th February 2014
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team	By 10th March 2014
Prepare and distribute lists of offers made for all schools	By 14th April 2014
Notify all parents of offer made, using email where possible	Wednesday 16th April 2014 (national offer day)

Junior & Middle School Transfer Timelines	**Key Date for Action**
Schools to have their prospectus published and available to parents	7th October 2013
Provide information for parents on West Sussex schools and how to apply	Week beginning 7th October 2013
National Closing date for all applications	15th January 2014
Send list of all applications naming an out-of-county school to the relevant Local Authority	Week beginning 10th February 2014
Send list of all applications naming own admission authority (OAA) schools to the relevant schools	By 24th February 2014
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team	By 10th March 2014
Prepare and distribute lists of offers made for all schools	By 14th April 2014
Notify all parents of offer made, using email where possible	Wednesday 16th April 2014 (national offer day)

Secondary & Intermediate Transfer Timelines	**Key Date for Action**
Schools to have their prospectus published and available to parents	16th September 2013
Provide information for parents on West Sussex schools and how to apply	16th September 2013
National Closing date for all applications	31st October 2013
Send list of all applications naming an out-of-county school to the relevant Local Authority	By 25th November 2013
Send list of all applications naming own admission authority (OAA) schools to the relevant schools	By 29th November 2013
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team	By 13th December 2013
Prepare and distribute lists of offers made for all schools	Week beginning 24th February 2014
Notify all parents of offer made, using email where possible	Monday 3rd March 2014 (national offer day)